

25 SOCIAL SERVICES AND COMMUNITY SUPERVISION FILES

SOCIAL SERVICES FILE FORMAT

FILE CONTENTS

The OOA creates the youth's standardized social services (SS) file. **Not all forms are included in every youth's file.** The file is maintained in chronological order (most recent on top) within the following six sections.

SECTION 1: LEGAL PAPERS

- Victim notification alert (on top of picture page)
- Picture page(s) (on top)
- Victim notification sheet (under picture page)
- Youth Restitution and Debt Collection (DOC-1841)
- Face sheet(s) (DOC-1701)
- Dispositional Order (1745 JD) or Judgment of Conviction
- Court Petition (DOC-1706): both JCI and field
- Request for Extension (DOC-1723): both JCI and field
- Dispositional Order, revised extending youth's DOC supervision
- Human Biological Specimen (DNA) (DOC-1940)
- Sex Offender Registration Form (DOC-1759) and Part 2 (DOC-1759a)

SECTION 2: REPORTS

- Chronological History Sheet (form used varies by JCI)
- Status table (on top)
- Individual Case Plan (ICP) (DOC-1907) and COMPAS Case Plan
- Assessment & Evaluation Report (AER) (DOC-1933)
- Admission Dialogue—JJIS
- Education Evaluation Report (EER) (DOC-1936)
- Family & Home Assessment (FHA) (DOC-1939)
- Progress Summary (DOC-1941) and COMPAS Case Plan Updates
- Wisconsin Juvenile Aftercare Risk Assessment (DOC-1909)
- Wisconsin Delinquency Youth Assessment (DOC-1910)
- Wisconsin Delinquency Family Assessment (DOC-1906)
- Department Orders (DOC-1722A)/Comments and Observations
- Information Transmittal/Action Needed Request (ANR) (DOC-1734)
- Aftercare Revocation Packets
- Termination of Type 2 Community Supervision Packets
- Administrative Hearing Decisions
- Release Dialogue—JJIS
- CANS Report
- J-SOAP II Scoring Sheets

SECTION 3: CORRESPONDENCE: MEMOS, LETTERS, ETC. TO AND FROM THE JCI

- Correspondence to Sheriffs
- Order to Detain (DOC-1780)
- Correspondence to judges
- Notice of Release/Transfer of Youth to Community Supervision (DOC-1627)
- Notice of Discharge of Youth from Secured Correctional Facility (DOC-1630)
- Inter-institution memos between staff
- AWOL prosecution letters to district attorney

SECTION 4: PRE-INSTITUTION MATERIAL

- Prior placement discharge summaries and other pertinent reports
- Police reports
- Old field court reports

SECTION 5: MISCELLANEOUS

- Commitments to Intermediate or Short Term Program(s)
- Apprehension Requests (DOC-58) and Cancellation of Apprehension (DOC-58a)
- Juvenile Offgrounds Request (DOC-2060)
- Furlough Request (DOC-1947)
- Offgrounds Leave or Furlough Agreement (DOC-2088)
- Lifework Education Portfolio Checklist (DOC-2313)
- Trial Visit to Parental Home Agreement (DOC-1720)
- Trial Visit and Pre-Placement Agreement (DOC-1718)
- Community Supervision Rules and Conditions (DOC-1741)
- Recommendation for Administrative Action (DOC-44A)—case transfers
- Interstate Compact Applications/Agreement
- Record Requests and Responses to Requests
- Juvenile Release Authorization (DOC-1788)
- Notice of hearings, writs, temporary physical custody, subpoenas, etc.
- Request for Certified Copy of Birth Certificate (DOC-1999)/copy of birth certificate
- Copy of application for social security card/copy of social security card
- All referrals, except Clinical Services

SECTION 6: DISCIPLINARY PAPERS

- Notice of Disciplinary Hearing Rights and Waiver (DOC-342)
- Major Disciplinary Hearing Reasons for/Evidence (DOC-346)
- Notice of Placement in Pre-Hearing Security (DOC-1842)
- Conduct Report – DJC (DOC 1843 & 1843A)

COMMUNITY CORRECTIONS (FIELD) FILE FORMAT

FILE CONTENTS

When an agent is assigned to a youth, the community corrections (field) office creates and maintains a standardized file. The file shall be maintained in the format described below. **Not all files will contain all the documents listed.** File designated documents in the sections as described below. Within each section, file documents in the order listed. Within each category, e.g., ICP's, file in **chronological order** with the most recent being first in the section, i.e., on top as you read the file.

SECTION 1: FIELD REPORTS

- Picture/Victim Witness Alert (half sheet)
- Face Sheet (DOC-1701)
- Apprehension Request (DOC-58)
- Apprehension Cancellation (DOC-58A)
- Case Transfer Form (DOC-44A)
- Chronological Logs-Juvenile (DOC-90A)
- CANS Report
- Discharge/Termination Summary from an alternate care facility
- Reports from alternate care facilities
- Family and Home Assessment/Preliminary Release Plan (DOC-1939)
- Community Supervision Plan (DOC-1736)
- Community Supervision Referral/Screening (DOC-1857) [referral portion of form DJC sent to facility and Acknowledgment of Referral portion of form returned by facility to DJC]
- Wisconsin Delinquency Family Assessment (DOC-1906)
- Wisconsin Juvenile Aftercare Risk Assessment (DOC-1909)
- Letter to committing judge regarding youth's release/administrative transfer
- Individual Case Plan(s)-Community Supervision(DOC-1907) and COMPAS Case Plans
- Progress Summary(ies)-Community Supervision(DOC-1941) and COMPAS Case Plan Updates
- Permanency Plan (DOC-1797) - 30 day and 6 month permanency plans
- Notice of Release of Youth From Community Supervision (DOC-1626)
- Community Supervision Rules and Conditions (DOC-1741)
- Juvenile Release Authorization (DOC-1788)
- Face-Sheet (DOC-3) [sex offenders face-to-face registration with law enforcement]
- Introduction Letter(s) from agents to youth and family
- Contact Standards Amendment (DOC-2128)
- J-SOAP II Scoring Sheets

SECTION 2: ORDERS

- Court Order For Extension of the Dispositional Order
- Court Dispositional Order [delinquency adjudication and commitment to DOC with placement at a JCI]-
- Department Order(s) (DOC-1722-A)
- Extension Petition (DOC-1707)
- Extension Report (DOC-1723)

SECTION 3: DISCIPLINARY PROCEEDINGS

- Juvenile Aftercare Revocation Notice, Rights, Acknowledgment & Waiver (DOC-1795)
- Revocation Hearing Request (DOC-1794)
- Violation Investigation Report (DOC-1783)
- Aftercare Administrative Detention (DOC-2109)
- Detention Notice and Appeal (DOC-1614)
- Aftercare Revocation Report (DOC-2125)
- Department Revocation Order (DOC-1700)
- AWOL Report
- Type 2 Sanction/Administrative Detention (DOC-1911)
- Type 2 Violation Report (DOC-1912)
- Termination of Type 2 Community Supervision Report Face Sheet (DOC-1942)
- Sanction Violation Report (DOC-2061)
- Health Screening (DOC-3387)
- Department Order (DOC-1722B)
- Statement (DOC-1305)
- Order to Detain (DOC-1915)
- Cancellation of Order to Detain (DOC-1916)

SECTION 4: INSTITUTIONAL MATERIAL

- COMPAS Bar Chart
- Sex Offender Registration Form (DOC-1759 and DOC-1759a)
- Institution Investigation Report (DOC-70)
- Institution Face Sheet (DOC-1701)
- Assessment And Evaluation Reports (DOC-1933)
- Current Status Report (DOC-1935)
- Department Order(s) (DOC-1722a) containing youth's broad goals per OJOR
- Progress Summaries--JCI (DOC-1941) and COMPAS Case Plan Updates

- Institution School Reports (may include DOC-1936, 1937 & 1938 and other documents)
- Individual Case Plan(s)--JCI (DOC-1907) and COMPAS Case Plan Updates
- Lifework Education Portfolio Checklist (DOC-2313)

SECTION 5: MISCELLANEOUS FORMS

- Social Security card or copy
- ICJ: Home Evaluation Report/Reply to Case Transfer Request (DOC-9007)
- ICJ: Progress Report Cover Sheet (DOC-9008)
- ICJ Form 1A-VI Application for Services and Waiver (DOC-9001A)
- ICJ: Form IV Parole or Probation Investigation Request (DOC-9004)
- ICJ: Form V Report of Sending State Upon Parolees or Probationer Being Sent to the Receiving State (DOC-9005)
- ICJ: Form III Consent for Voluntary Return of Runaway, Absconder or Escapee (DOC-9003)
- ICJ: Form II Requisition for Escapee or Absconder/Juvenile Charged with Being Delinquent (DOC-9002)
- ICJ: Travel Permit (DOC-9009)
- Miscellaneous Letters
- Foster Care Application, License, And Other Foster Care Forms
- Disbursement Order (DOC-184B)
- Telephone Installation Form
- Purchase Of Service Form And Bills
- UA Reports (results sheets sent by DACC)
- Birth Certificate and/or Request for Birth Certificate (DOC-1999)
- Youth Restitution And Debt Collection (DOC-1841)
- MA Certification (DOC-1787)
- Confidential Information Release (DOC-1163, DOC-1163A and DOC-1163K)
- Youth Reports (DOC-1943)

SECTION 6: COUNTY MATERIALS

- Information Regarding Juveniles And Family Prior To Commitment
- County Court Reports (Dispositional Report required under s. 938.33, Stats., and other reports)
- Substitute Care Staffing Form
- Court order waiving a youth into adult court
- Juvenile Justice System Information Printout [log of youth's previous dispositions prior to commitment to DJC]